Regular, Affiliate, and Adjunct Appointment and Reappointment Process

SOP #: FAF.005

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<tr>
<th>Effective Date</th>
<th>1.15.2020</th>
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<td>Last Revision/Review</td>
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1. Purpose
This SOP describes the processes of appointing and reappointing regular, affiliate, and adjunct faculty and maintaining their appointment files. There is a separate SOP for the appointment of Clinical Adjunct faculty (preceptors).

2. Related Policy/Authority
- BCOM Faculty Handbook-Appointment: https://bcomnm.org/faculty-handbook/
- BCOM Bylaws- https://bcomnm.org/college-bylaws/
- SOP FAF 002.00. Appointment and Reappointment of Preceptors
- SOP FAF 003.00 Recruitment through Hire of Regular Faculty

3. Faculty/Staff Responsibilities
- Assistant Dean of Faculty Affairs: Dean’s designated official to approve appointments and sign appointment letters
- Faculty Affairs Coordinator: Maintains current appointment files; obtains required documents; communicates with faculty, chairs, and HR regarding faculty appointments
- Promotions and Evaluations Committee: Makes recommendation of initial rank for new regular and affiliate faculty
- Dean (CAO): Approves faculty appointments

4. Definitions/Abbreviations
- Regular Faculty: Full-time and part-time regular faculty employed at .5 FTE or higher
- Affiliate faculty: Have a workload below .5 FTE, but significant roles within the college. Affiliate faculty have a workload above .2 FTE or are recommended for affiliate rank by the Dean. Affiliate faculty are not required to include “affiliate” in their titles.
- Adjunct Faculty: Have a workload of less than .2 FTE. Faculty must include “adjunct” or “clinical” in their title. Clinical adjunct faculty are a subset of adjunct faculty and have a separate appointment and reappointment process (FAF.002).

5. Procedural Steps
Regular and Affiliate Faculty
1. Initial appointment to one of the academic departments is issued at the time of hire or upon recommendation from the Dean for a change in appointment category. Faculty rank is recommended by the P&E Committee and determined by the Dean.
2. New terms for reappointed faculty begin July 1 of each year.
3. Appointment files are updated annually and must include:
   - Current appointment letter
• Current curriculum vitae
• Transcript of highest degree (medical license may serve as a proxy for MD or DO faculty)
• Current Faculty Work Assignment form
• Medical license for MD or DO faculty

4. Prior to July 1, the Faculty Affairs Coordinator will request updated CVs for reappointed faculty.
5. Prior to July 1, Faculty Affairs will collect Faculty Workload Assignment forms for all regular faculty from the academic department chairs.
6. After notification from Human Resources of faculty contract renewal, new appointment letters will be generated and sent to faculty members with cc to Human Resources and respective department chairs. The faculty member’s previous rank will be included in the new appointment unless the Dean notifies Faculty Affairs of a change in rank.

Adjunct Faculty

1. The process for clinical adjunct faculty (preceptor) appointment and reappointment is described in a separate SOP (FAF.002).
2. Adjunct appointment to one of the academic departments may be offered upon recommendation of the department chair. Faculty rank is assigned according to the rank descriptions in the Institutional Bylaws.
3. Adjunct faculty are re-appointed annually with new appointments beginning July 1 of each year.
4. Appointment files are updated annually and must include
   a. Current appointment letter
   b. Current curriculum vitae
   c. Transcript of highest degree (medical license may serve as a proxy for MD or DO faculty)
   d. Medical license for MD or DO faculty
5. After notification from chairs of continued participation of the adjunct faculty member in the educational activities of the college beyond the current appointment term, new appointment letters will be generated and sent to adjunct faculty members with cc to respective department chairs.

6. **Reports/Charts/Forms/Attachments/Cross References**
   
   N/A

7. **Maintenance**

   Procedure developed by Jennifer Eastwood, Assistant Dean of Faculty Affairs.
   Will be maintained by the Assistant Dean of Faculty Affairs and reviewed and/or updated on an annual basis (July 1).
   Disseminated for review and feedback by:
   Faculty Affairs Coordinator: Elizabeth Howard
   Dean (CAO): Don Peska
   Human Resources: Dawn Leake & Doris White
   Director of Compliance: Nina Nunez
   Chair of P&E Committee: Harald Stauss

   Department Chairs:
   Debra Bramblett
   Miriam Donohue
8. Signature

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9. Distribution List

Internal/External

10. Revision History

<table>
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<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
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